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Appendix 1

STATEMENT OF OUTSTANDING BUSINESS AT 8 OCTOBER 2009

Number Date of A&PR, Item No & Minute Reference	Subject & Committee Decision	Update	Responsible Officer	Date to be Completed	Completed
1. A&PR 03/09/08 Item 14	<p>Progress of Equality Impact Assessments for Community Care – Report by Director of Community Services</p> <p>It was agreed that follow-up report providing information on all departments relating to the progress being made in regard to Equality Impact Assessments be provided to the next meeting.</p>	<p>A report on the new equality bill will be reported to P&R on 25th August 2009. Subsequent follow-up actions will be reported to A&PR on 21st October 2009.</p>	Corporate Policy Unit Manager	21/10/09	21/10/09
2. A&PR 22/10/08 Item 11	<p>Report on the Work of the Internal Audit Section in the Period from 1 July 2008 to 30 September 2008</p> <p>(iv) that a further report on Health and Safety provision within the Council be submitted to this Committee in 6 months, to include the annual report.</p>	<p>(iv) A report will be submitted to P&R on 22nd September and thereafter to A&PR on 21st October 2009.</p>	Head of Personnel Services	21/10/09	21/10/09

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3. A&PR 10/12/08 Item 12	<p>Performance Management: Chairman's Quarterly Reports on Service Performance – Finance & ICT Services</p> <p>Noted that a report on the outcome of review of workforce planning policy currently being undertaken by the Head of Personnel Services would be submitted to Policy and Resources Committee and that this was expected January/February and would also be reported to this Committee.</p>	<p>The Workforce Plan was approved in April 2008, subject to review January/February 2009, consultation during April 2009. Approved by Moray Performs Board in March 2009. Outcome of review of workforce planning policy was reported to Policy and Resources Committee on 2nd June and reported to this Committee on 26th August 2009.</p>	Head of Personnel Services	26/08/09	26/08/09
4. A&PR 26/08/09 Item 8	<p>Performance Management: Chairman's Quarterly Report on Service Performance – Planning and Regulatory Services</p> <p>During discussion the Chairman asked that consideration be given to reviewing the targets set in relation to Development Control with a view to raising these in line with the National Targets and it was agreed that this be considered by the Service Committee.</p>	<p>The targets against Development Control indicators were reviewed on the basis of previous years' performance, prior to their submission to the Special Meeting of Full Council on 30th September. At this stage targets remain at a local level but officers will continue to monitor performance and remain mindful to adjust to national levels in due course.</p>	Head of Development Services		30/09/09

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5. A&PR 26/08/09 Item 8	<p>Performance Management: Chairman's Quarterly Report on Service Performance – Planning and Regulatory Services</p> <p>The Meeting also noted that in relation to the creation of performance indicators for the new planning Local Review Boards, consideration needs to be given as to what indicators should be collected and that this would be considered by the Service Committee in due course.</p>	<p>This has been passed to the Principal Planning Officer who will give consideration and discuss the creation of performance indicators with the Local Review Boards as their processes become established.</p>	<p>Head of Development Services</p>	<p>November 2009</p>	
6. A&PR 26/08/09 Item 18	<p>Performance Measure for Satisfied Carers</p> <p>Following consideration the Committee agreed:</p> <p>(iii) that a summary of the 'Community Care Outcomes Framework' be provided to a future meeting of this Committee.</p>	<p>The Senior Performance and Planning Officer confirmed that a report would be submitted to the meeting of A&PR on 16th December 2009.</p>	<p>Director of Community Services</p>	<p>16/12/09</p>	

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